

Monroe County, Georgia

www.monroecoga.org

Due to the extreme growth in Monroe County with citizens building in the county, current steps for building and moving into Monroe County must be updated.

These steps may slow down the building process; however, it is necessary to ensure the safety of all citizens. Ensuring the integrity of infrastructure.

Notice: Property within the City Limits of Forsyth—Only complete Step 5.

Step 1: Zoning Approval

- Survey of the property demonstrating the topography of the land. [Single Family Dwellings only!]
- Documentation showing proof of ownership or purchase of the property.
- Intent of the property. --> Plans for structure.

Step 2: Address Assignment.

- If you have an address, skip this step and complete 1-4.
- Otherwise, complete the Address Application and the Community Development Department will assign a number to your property.

Step 3: Driveway Approval.

- Existing or not, a driveway application must be completed and processed at the Road Department. The Road Superintendent will ensure that the placement of the driveway is providing safe access with proper spacing and distance to other ingress/egress points.

Step 4: Environmental Health Approval.

- Existing or not, a septic tank permit must be completed and processed at the Department of Environmental Health.

Step 5: Building Permit.

- No applications will be accepted until steps 1-4 have been completed.
- Working on the building permit while Steps 1-4 are being processed, is highly recommended.

Applicants within the City Limits will complete Step 5 with City Compliance.

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CONTACT PAGE & FEES

Contacts are color coded for your convenience.

Community Development Department

Steps 1, 2 and 5

Monday-Friday 8AM-5PM,
38 West Main Street, Forsyth, Ga 31029 (2nd Floor)

Zoning – 478-994-7040

Kelsey Fortner Kfortner@monroecoga.org

Ariyl Fuentes Afuentes@monroecoga.org

Fees: Single Family Dwelling (stick-built) \$400, All other: \$100.00

Building – 478-994-7618

Alice Tucker Atucker@monroecoga.org

Andrea Lowe Alowe@monroecoga.org

Fees: Vary

Road Department

Step 3

Monday-Thursday 7:30am-5:00pm & Friday 7:30am-11:30am

521 Montpelier Road

Forsyth, Ga 31029

Gary Futch Gfutch@monroecoga.org

Courtney Derrick Cderrick@monroecoga.org

478-994-7029

Fee: \$100.00; Payment received Community Development Department

[Paid for once Building Permit is approved and ready for issuance]

Environmental Health

Step 4

Monday-Friday 8:00am-4:30pm

106 Martin Luther King, Jr.

Forsyth, Ga 31029

478-993-3081

Gina Smith Gina.Smith@dph.ga.gov

Leighanne Mitchell Leighanne.Mitchell1@dph.ga.gov

Fees may vary